

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131

STAFF MEMORANDUM
NUMBER 30-3

3 June 2002

PERSONNEL

PERSTEMPO Management

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1. **Summary.** This Staff Memorandum establishes US European Command (EUCOM) policy and procedures for managing personnel deployment tempo (PERSTEMPO) events within EUCOM headquarters.
 2. **Applicability.** Except for SOCEUR, this Staff Memorandum applies to all military personnel permanently assigned to Headquarters, EUCOM, whether the member is part of the Active Component (AC) or Reserve Component (RC). In addition, these procedures do not apply to civilian employees or contractors.
 3. **Internal Control Systems.** This Staff Memorandum contains no internal control provisions and is subject to the requirements of the internal management control program. For HQ USEUCOM, the applicable internal control directive is ED 50-8, Internal Management Control Program.
 4. **Suggested Improvements.** The proponent for this Staff Memorandum is the Plans and Policies Branch; Operations and Policy Division; Manpower, Personnel and Administration Directorate. Suggested improvements should be forwarded to HQ USEUCOM, ATTN: ECJ1-OP, Unit 30400, APO AE 09131.
 5. **References.**
 - a. Fiscal Year (FY) 2000 and 2001 National Defense Authorization Act (NDAA).
 - b. Deputy Assistant Secretary of Defense (Military Personnel Policy) memorandum, not dated, subject: Interim Policy Guidance for Managing and Tracking Operations Tempo, Personnel Tempo, and Paying High Deployment Per Diem.
 - c. Deputy Chief of Staff for Personnel, Army, memorandum, dated 4 April 2001, subject: PERSTEMPO Policy Guidance – Policy Memorandum Forthcoming.
 - d. Department of the Army, PERSTEMPO Business Rules for the Leader, version 4.2, dated 31 July 2001.

e. Deputy Chief of Naval Operations (Manpower and Personnel) Draft Individual Personnel Tempo Manual, dated 19 October 2000.

f. HQ US Air Force XO/DP message, 202030Z JUN 01, subject: High Deployment Tempo Policy and Procedures.

g. ALMAR 026/01, CMC WASHINGTON DC, 111635Z JUN 01, subject: Marine Corps Deployment Tempo (DEPTempo) Policy Guidance.

6. **Explanation of Terms.**

a. Deployed/Deployment: For the purposes of these procedures, the terms “deployment” and “PERSTEMPO creditable event” are synonymous.

(1) Active Duty members: An event that occurs when a service member is engaged in "official duties at a location or under circumstances that make it impossible or infeasible for the member to spend off-duty time in the housing in which he/she resides when on garrison duty at the member's permanent duty station or homeport, as the case may be."

(2) Reserve Component (RC) member performing active service: The member shall be considered deployed on any day on which the orders do not establish a permanent change of station and the service is being performed at a location that:

(a) Is not the member's Permanent Training Site (PTS); AND

(b) Is at least 100 miles from the member's permanent residence or a lesser distance should it take more than three hours to traverse.

Note: Neither the law nor the Service definition use TDY/TAD as part of the definition for deployment. There is significant overlap where a member is TDY and is considered deployed; however, this is not an absolute. There are several instances where a member is TDY, but not deployed.

b. PERSTEMPO creditable events: Events constituting being deployed are broken down into several categories (operations, exercises, unit training, and mission support temporary duty (TDY)), which are further broken down into different purposes. Passes, sick in quarters, and hospitalization away from the permanent duty station, are also creditable if they occur in conjunction with a PERSTEMPO creditable event. Medical care (not in conjunction with a PERSTEMPO creditable event) provided away from the member's permanent duty station is a creditable PERSTEMPO event and will be tracked under mission-support TDY.

c. PERSTEMPO non-creditable event: Specified events that are not creditable and do not qualify for high-deployment per diem but must still be tracked only if they occur during a PERSTEMPO creditable event. Leave, confinement, absent without leave (AWOL), desertion, and hospitalization with “line of duty-no” do not count for PERSTEMPO credit.

d. Non-PERSTEMPO events (non-reportable events): There are several events that result in a service member being unable to spend off-duty time at his/her home that are considered non-reportable events. These events include performing active service for:

(1) Administrative, guard, or detail duties in garrison at the member’s permanent duty station, shift work, duty officer, charge of quarters (CQ), etc.

(2) Schools,

(3) Permissive TDY,

(4) Duty at PTS,

(5) Duty within 100 miles of a Reservist’s permanent residence,

(6) Duty at permanent change of station (PCS),

(7) Inactive duty training for the RCs is also a non-reportable event, as well as volunteer reserve duty for points only.

e. Day away: A day away begins on one calendar day and ends on another day. A day away does not require a full 24 hours to be considered a PERSTEMPO day, and the day of return will not count as a day away.

f. Thresholds: The law stipulates two PERSTEMPO management thresholds and one payment threshold. The management thresholds are based on a 365-day rolling window, while the payment threshold is based on a 730-day rolling window. **Note:** PERSTEMPO days are cumulative within both of the above two windows.

(1) At a cumulative (not necessarily consecutive) 182 days in a rolling 365-day period, the service member is considered a “high deployment” member and must be managed by the first general or flag officer in the chain of command. This general/flag officer of the member’s Service, if specified by Service policy, will also ensure the member is not deployed in excess of 220 days without approval by the appropriate authority. If the individual is an augmentee who will exceed the 182-day threshold, the owning unit must arrange appropriate management from the first general officer in the member’s permanent chain of command.

(2) At a cumulative 220 days, a Component Commander, Chief of Service or the Chief's designated representative must approve further deployment. No one is authorized to exceed this 220-day threshold, without specific authorization.

(3) At 401 days, a member is paid \$100 for each additional day of deployment during a rolling 730-day period. Service members cannot waive their right to earn PERSTEMPO credits, and they cannot waive any per-diem entitlements that are earned due to crossing the payment threshold.

7. Responsibilities.

a. The ECJ1 has overall staff responsibility for PERSTEMPO policies and procedures within EUCOM. ECJ1 will ensure the guidelines for maintaining PERSTEMPO accountability are in accordance with DoD and Service policies and procedures.

b. The Headquarters Commandant is responsible for ensuring PERSTEMPO events for all the Services are reported. The Headquarters Commandant will also ensure the Army, Navy and Air Force numbers are captured and reported via the appropriate service database. Marines are required to report their PERSTEMPO information directly to MARFOREUR.

c. EUCOM staff directorates and special staff are responsible for tracking the PERSTEMPO status of their members and will report those numbers to the Headquarters Commandant. Each directorate is responsible for capturing and reporting PERSTEMPO events for all permanent party Army personnel, through the PERSTEMPO database on the web. Directorates will forward monthly status reports to the Headquarters Commandant containing data on all personnel no later than the third duty day of the month for the previous month. Any changes to PERSTEMPO status will be annotated on the PERSTEMPO spreadsheet.

d. There are five major requestors of RC support within the command who are program managers for EUCOM RC funding dollars and who request RC support directly from the services: 1) ECJ4, as the EUCOM POC for Army TTAD and for TCA; 2) ECJ2 (intel); 3) ECJ1 (contingency – PRC and IA); 4) SOCEUR (special operations); and 5) JERU (general support to the HQs). These five requestors are the coordination points for any threshold approvals and changes to orders. Other directorates using RC members will ensure that the appropriate manager is informed about any changes in PERSTEMPO of the RC individual.

8. Policies and Procedures.

a. Policy: It is EUCOM policy to not increase the PERSTEMPO burden on the Services by requiring or requesting tour lengths that will, in themselves, require an individual to exceed 182 days deployed during the 365-day rolling window. If Services or Components are tasked with filling a specific billet that is in a continuously deployed status while performing that duty,

EUCOM Directorates/Divisions may support but SHALL NOT initiate requests to exceed thresholds or coerce services or components to approve any PERSTEMPO management threshold. Requests to exceed a PERSTEMPO management threshold must be initiated by the member's owning unit and obtained in accordance with Service directives. If Service policies allow general or flag officers of EUCOM to act on behalf of their Service to manage members between the 182- and the 220-day management thresholds, those officers must exercise their PERSTEMPO management authority in accordance with Service directives and stated policy.

(1) All approval authority to exceed the 220-day management threshold rests solely within the Service or Component in accordance with Service Directives. HQ EUCOM general and flag officers do not have the authority to approve individuals to be deployed in excess of 220 days within a 365-day rolling window.

(2) Any action of Units/Components/Services to obtain authority for a member to exceed the 220-day management threshold must be reported to EUCOM COS with:

- (a) Details regarding the tour of duty the member is serving
- (b) Details regarding owning units actions to obtain approval
- (c) EUCOM Division/Directorate requirements involving the member and information regarding any supporting and/or endorsement actions taken

(3) Members of an Individual Readiness Reserve (IRR) may make individual requests to exceed management thresholds through the current operational chain of command to the authorities, as allowed by Service policy, for approval.

EUCOM WILL NOT INITIATE ANY REQUEST FOR ANY MEMBER TO EXCEED THE 220 DAYS DEPLOYED MANAGEMENT THRESHOLD. ACTIONS TO EXCEED THE 220-DAY THRESHOLD MUST BE INITIATED AND OBTAINED BY THE OWNING UNIT IN ACCORDANCE WITH SERVICE DIRECTIVES.

b. Procedures:

(1) General. Each Service has been directed to provide procedural guidance to satisfy the requirements established in the law. Each Service has prescribed procedures to authorize individuals to exceed the management thresholds.

(2) Active Component (AC). Each directorate and special staff will track AC PERSTEMPO events by spreadsheet (Appendix A) and report the status to the Headquarters Commandant monthly. In addition, for permanent party Army personnel, directorates will update

PERSTEMPO changes on the Army's PERSTEMPO website. The Headquarters Commandant will use the monthly spreadsheets to update PERSTEMPO data on permanent party Navy on the web through the Individual Tempo (ITEMPO) system and to update Air Force personnel in PCIII. Army and Marine Corps data will be collected by the Headquarters Commandant for historical purposes, but updates of PERSTEMPO data on Marines is done directly by MARFOREUR.

(3) Reserve Component (RC). Typically, RC members not assigned to EUCOM serve on tours of 14, 30, 60, 90, 120, 139 or 179-day increments to perform a variety of functions and missions. Any individual applying for a 179-day position would most certainly exceed the 182-day threshold prior to the end of the tour if that individual has served as little as a two-week Annual Training depending upon how much leave is taken. Exceeding 182 days deployed of the previous 365 is likely to be more routine than exception. As an augmentee, permission to exceed the 182-day threshold must be initiated and obtained from the owning unit, who then forwards the request to the approving authority.

(4) Generally, if a Service is tasked to provide an augmentee for a minimum period that will result in the member exceeding a management threshold, the Service provider is responsible for acquiring the necessary threshold management/approval actions. At the request of the Service provider, EUCOM may provide coordinating documentation to support the need to extend the individual augmentee(s), but shall not initiate requests to exceed either PERSTEMPO management threshold. Individual Service providers must be allowed the fullest flexibility to fulfill the tasking to provide augmentation in the best interest of the Service.

(5) For all HQ EUCOM permanent party personnel, the approval authority for requests to exceed the 182-day threshold is the first general or flag officer in the individual's chain of command, regardless of Service. These requests must be submitted not later than 30 days before the individual accumulates 182 deployed days or more within a 365-day rolling window. Included with the request will be an acknowledgement by the individual's owning unit that the member will exceed 182 days.

(6) Requests to exceed the 220-day threshold will be forwarded to the first four-star general or flag officer in the individual's Service within EUCOM. Requests will be forwarded no later than 40 days prior to the individual exceeding 220 deployed days. The EUCOM COS will be informed of any actions taken for a member to exceed the 220-day threshold in accordance with paragraph 6 above. Without approval, no individual will break the 220-day threshold. The following depicts 220-day approval authority for EUCOM individuals:

SERVICE

Navy
Air Force/Air National Guard
Army (includes Army Reserve
and Army National Guard)
Marine Corps

MANAGEMENT AUTHORITY

CINCUSNAVEUR
USAFE/CC
CG, USAREUR

Commander, MARFOREUR

(7) Directorates need to prepare requests for backfill of augmentees at the 130-deployed-day point. This will allow the force providers sufficient time to identify a qualified replacement.

Note: For Timeline graphic, see Appendix A.

c. Reserve Component (RC) Guidance:

(1) For all members of the RC, all the following questions must be answered YES for the duty in question to count as a PERSTEMPO creditable event.

- (a) Is the individual a member of the RC?
- (b) Is the member on active duty orders or full-time National Guard duty orders?
- (c) Is the duty in question pursuant to written orders that do not establish a PCS?
- (d) Is the duty in question away from the member's permanent training site?
- (e) Is the duty in question more than three hours or 100 miles from the members permanent civilian residence?

(2) An individual mobilization augmentee's (IMA) pre-assigned organization or the directed duty location as identified on the assignment orders, is the member's permanent training site. For all Individual Ready Reserve (IRR) members, the permanent training site is the member's home address.

FOR THE COMMANDER IN CHIEF:

DANIEL J. PETROSKY
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Chief of Staff

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Lt Col, USAF
Adjutant General

DISTRIBUTION:
P

APPENDIX A

PERSTEMPO Spreadsheet

Appendix A
PERSTEMPO Spreadsheet

PERSTEMPO Tracking Tool

Month: OCT 01
AHRI:

As of:

Unit:

[illegible]

LEGEND:

| Category | 1. Operations | 2. Exercise | 3. Unit Training | 4. Mission Support TDY | 5. Hospitalization |
|----------|-----------------------|-------------------|-------------------------|--------------------------|------------------------------|
| Purpose | a. Contingency | a. Joint/Combined | a. Combined Trng Center | a. Meetings, conferences | (Line of Duty-Yes) |
| | b. National Emergency | b. Service | b. On-Post Trng | staff visits, etc. | |
| | c. War | c. NATO | c. Off-Post/Local Trng | | |
| | d. Counter Drug | | d. Home Station Trng | | 6. Other |
| | e. Law Enforcement | | | | a. School |
| | f. US Domestic Civil | | | | b. Leave |
| | g. Humanitarian | | | | c. Discipline (confinement) |
| | h. Peace Keeping | | | | d. AWOL |
| | i. Forward Presence | | | | e. Hospitalization (pending) |
| | j. Surveillance | | | (Rank, Name) | (Line of Duty-No) |

APPENDIX A PERSTEMPO Spreadsheet Example

PERSTEMPO Tracking Tool (EXAMPLE)

As of: _____

Unit: A Btry. 3-319th AFAR

Month: August

AHRI: AFZP-FB-D-AB

| Name | Rank | SSN | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
|----------------|------|-------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
| Smith, John M. | SPC | 000-00-0000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Smith, John M. | SGT | 000-00-0000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Smith, John M. | SGT | 000-00-0001 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Smith, John M. | CPT | 000-00-0002 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Smith, John M. | PV2 | 000-00-0003 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Smith, John M. | SGT | 000-00-0004 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Smith, John M. | SFC | 000-00-0005 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Smith, John M. | SPC | 000-00-0006 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Smith, John M. | SPC | 000-00-0007 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Smith, John M. | 2LT | 000-00-0008 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Smith, John M. | MAJ | 000-00-0009 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Smith, John M. | SGT | 000-00-0010 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Smith, John M. | SGT | 000-00-0011 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Smith, John M. | SPC | 000-00-0011 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

LEGEND:

| Category | 1. Operations | 2. Exercise | 3. Unit Training | 4. Mission Support TDY | 5. Hospitalization |
|----------|---|--|--|--|--|
| Purpose | a. Contingency b. National Emergency c. War d. Counter Drug e. Law Enforcement f. US Domestic Civil g. Humanitarian h. Peace Keeping i. Forward Presence j. Surveillance | a. Joint/Combined b. Service c. NATO | a. Combined Trng Center b. On-Post Trng c. Off-Post/Local Trng d. Home Station Trng | a. Meetings, conferences staff visits, etc. | (Line of Duty-Yes) 6. Other a. School b. Leave c. Discipline (confinement) d. AWOL e. Hospitalization (pending) (Line of Duty-No) |

Authentication:

(Rank, Name)

APPENDIX B

PERSTEMPO Timeline

Timeline

